

Submit Local Estimated Payment Information to Virginia Tax - Electronic Submission

Process

[HANDLE LOCAL ESTIMATED PAYMENTS](#)

Effective Date

12/01/2020

Purpose

This task is performed by the Treasurer's Office to submit an electronic file of local estimated payment data to Virginia Tax via EESMC (External Entity Secure Messaging Center) and to notify the Virginia Tax Local Estimated Payment Team regarding the submitted file. The preferred method of transmitting estimated payment data to Virginia Tax is via EESMC because it is faster to process and results in less errors.

To streamline processing, Virginia Tax requires that information for one Deposit Certificate (DC) be included on one local estimated file.

Special Notes

- Estimated payments are received in the locality accompanied by Form 760ES, Virginia Estimated Income Tax Payment Voucher for Individuals, Estates and Trusts.
- Files containing estimated payment information should be submitted to Virginia Tax via the secure EESMC server at least weekly. Virginia Tax can accept files daily.
- Timely submission of data will ensure that taxpayer accounts are kept current and that all estimated payments have posted to the taxpayer's account before the tax return claiming the payments is processed.
- Locality Representatives will have completed the following before performing this task:
 - Preparation of the Memorandum of Assessment, Form 559 or record the necessary data in an automated system.
 - Preparation of the Deposit Certificate (DC).
 - Deposit of the remittance.
- The Locality must have tested the transfer of Local Estimated files with Virginia Tax before performing this task for the first time. If a locality which previously submitted local estimated files to Virginia Tax implements new software, the locality must test the new software with Virginia Tax before performing this task with the new software.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Prepare the electronic local estimated payment information file containing the required information in the file format provided by Virginia Tax. Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide, Chapter 3 Appendix 2 - Local Estimated File Format](#).
2. Name the file in accordance with the recommended file naming convention. Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide Chapter 2 Appendix 1 – Local File Naming Conventions](#).
3. Upload the local estimated payment information via EESMC. Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide Chapter 1](#).
4. View the Confirmation window in EESMC to confirm that the file was successfully transmitted to Virginia Tax.
5. Following a successful file upload, complete a Local Estimated Transmittal Form for the transmitted file. Please refer to FORM: [Local Estimated Transmittal Form](#).
NOTE: Please **do not include** copies of the associated Deposit Certificate(s)/Deposit Receipts when preparing the Local Estimated Transmittal.
6. Email the completed Local Estimated Transmittal Form to the Virginia Tax Local Estimated Payment Team at TAX-ProcessingEESMC@tax.virginia.gov.
NOTE: This is a dedicated email account so there is no need to include a “cover sheet” with the transmission.
7. Ensure the file name is included in the subject line.
Example: **LOCEST_51085_2018_001.txt**
8. Retain all information related to the Local Estimated Transmittal Form in the designated location per the office’s retention policy.

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